NMP/EO Master List of Controlled Documents, Rev. 3.1

Doc. No.	Applies?	ISO 9001 Element	Process	Quality Records and Other Controlled Documents*	Record Custodian
NPD 1000.1	Y	N/A	NASA STRATEGIC PLAN	Location: http://www.hq.nasa.gov/office/codez/plans/99nsp/home.html	
NPG 1000.2	Y	N/A	NASA STRATEGIC MANAGEMENT HANDBOOK	Location: http://www.hq.nasa.gov/office/codez/strahand/frontpg.htm	
NPD 7120.4	Y	4.2	PROGRAM/PROJECT MANAGEMENT	Location: http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Policies/	
NPG 7120.5	Y	4.2	NASA PROGRAM AND PROJECT MANAGEMENT PROCESSES AND REQUIREMENTS	Location: http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/	
N/A	Y	N/A	EARTH SCIENCE STRATEGIC ENTERPRISE PLAN	Location: http://www.earth.nasa.gov/visions/stratplan/index.html	
N/A	Y	N/A	SPACE SCIENCE ENTERPRISE STRATEGIC PLAN	Location: http://spacescience.nasa.gov/strategy/1997/	
N/A	Y	N/A	GODDARD STRATEGIC IMPLEMENTATION PLAN	Location: http://pao.gsfc.nasa.gov/gsfc/strategic/gsfcplan.pdf	
N/A	Y	N/A	GSFC PERFORMANCE PLAN FOR FISCAL YEAR 1999	Location: http://pao.gsfc.nasa.gov/gsfc/strategic/perform.pdf	
GPG 1060.1	Y	4.1	MANAGEMENT RESPONSIBILITY	QMS Performance Report QMS Management Review Action Item Disposition *Project Plan (Documentation of Responsibilities)*	300/QMSC Executive Secretary 300/QMSC Executive Secretary *490/NMP/EO Program Office*
GPG 1060.2	Y	4.1	MANAGEMENT REVIEW AND REPORTING FOR PROGRAMS AND PROJECTS	Copies of Presentations and Action Item Lists Action Item Log, including Disposition	100/PMC Executive Secretary 100/PMC Executive Secretary
GPG 1310.1	Y	4.3	CUSTOMER COMMITMENTS AND REVIEW	Directorate Orders and Proposals List New Business Committee Presentations and Decisions Approved Customer Agreements List	Sponsoring Directorate 700/New Business Office Secretary Sponsoring/Supporting Directorate
GPG 1410.1	Y	4.5	DIRECTIVES AND DOCUMENTATION MANAGEMENT	Directive Signature Copy and GSFC Form 3-15 (GPGs) ***Directive Signature Copy and GSFC Form 3-15 (PGs)*** *Directive Manager Appointment Memo*	231/Center Directives Manager ***490/NMP/EO Program Office*** *490/NMP/EO Program Office*
GPG 1410.2	Y	4.5	CONFIGURATION MANAGEMENT	***Completed Configuration Change/Approval Requests***	***490/NMP/EO Program Office***
GPG 1440.7	Y	4.16	CONTROL OF QUALITY RECORDS	None	
400-PG-1440.7.1	Y	4.16	CONTROL OF PROGRAM AND PROJECT RECORDS	***Quality Records List*** ***Quality Records Coordinator Appointment Memo*** ***Quality Records List Approval Delegation Memo***	***490/NMP/EO Program Office*** ***490/NMP/EO Program Office*** ***490/NMP/EO Program Office***
GPG 1710.1	Y	4.14	CORRECTIVE AND PREVENTIVE ACTION	NCR/CA Database	302/NCR/CA Manager

* Quality Records in **bold italics**; other Code 490-controlled documents in *italics*.

NMP/EO Master List of Controlled Documents, Rev. 3.1

T. Klein, Code 490 ISO Implementation Mgr.   2/21/00

Doc. No.	Applies?	ISO 9001 Element	Process	Quality Records and Other Controlled Documents*	Record Custodian
GPG 3410.2	Y	4.18	**EMPLOYEE TRAINING AND QUALIFICATION**	*QMS-Required OJT and QMS-Required Task-Specific Training Form (GSFC 17-112)* Notification of Personnel Action (SF-50) *Employee Performance Communication System* QMS-Required Task-Specific Training Identification and Accomplishments Records *ISO Training Sign-in Sheets*	*490/NMP/EO Program Office* 110/Office of Human Resources *490/NMP/EO Program Office* Product Design Lead (PDL) *490/NMP/EO Program Office*
GPG 4520.2	N	4.10	INCOMING INSPECTION AND TEST	Receiving Inspection Instructions/WOA Accept/reject results of receiving inspection and test	Product Design Lead (PDL) 230/RITS
GPG 5100.1	Y	4.6	**PROCUREMENT**	*Purchase Requests (GSFC 18-27)* List of Sources Pre-Solicitation Synopses Solicitation (SF 33/SF 1449) Evaluations Selection Statement Contract/PO Approval and Award (SF 26/SF 1449) Delegations (NF 1490A/GSFC 18-77/NF 1431) Contract/PO Modifications (SF 30) Inspection and Receiving (DD 250) Contract/PO Closeout	*490/NMP/EO Program Office* 210/Procurement/CO 210/Procurement/CO 210/Procurement/CO 210/Procurement/CO Selection Official 210/Procurement/CO 210/Procurement/CO 210/Procurement/CO 210/Procurement/CO 210/Procurement/CO
GPG 5100.2	Y	4.6	**SUPPLIER PERFORMANCE EVALUATIONS**	Supplier Performance Records (NF 1680)	210/Procurement/CO
GPG 5100.3	Y	4.6	**QUALITY ASSURANCE LETTER OF DELEGATION**	Quality Assurance Letter of Delegation Packages	210/Procurement Operations Division
GPG 5100.4	Y	4.6	**SUPPLIER QUALITY AUDITS**	Supplier Quality Audit Reports in Audit Database Supplier Quality Audit NCRs and CAs	300/GSFC Audit Coordinator 302/NCR/CA Manager
GPG 5310.4	N	4.8	IDENTIFICATION AND TRACEABILITY OF PRODUCTS	Completed Work Order Authorization (WOA)	Product Manager (PM)
GPG 5330.1	N	4.10, 4.12	PRODUCT PROCESSING, INSPECTION, AND TEST	Completed Work Order Authorization (WOA)	Product Design Lead (PDL)
GPG 5340.2	Y	4.13	**CONTROL OF NONCONFORMING PRODUCT**	NCR/CA Database *NCR/CA Administrator Appointment Memo* Minor Nonconformance Reports Reports to and Responses from Customer for Disposition	302/NCR/CA Manager *490/NMP/EO Program Office* As determined by Project 210/Procurement/CO or Sponsor
GPG 5340.3	Y	4.13	**PREPARATION AND HANDLING OF ALERTS AND SAFE ALERTS**	EPIMS Database Reports/Responses to Alert/PIL Matches	560/EPIMS Database Manager 300/Alert Coordinator
GPG 5900.1	N	4.7	CONTROL OF CUSTOMER-SUPPLIED PRODUCT	Completed Work Order Authorization (WOA)	Product Manager (PM)

* Quality Records in **bold italics**; other Code 490-controlled documents in *italics*.   3

NMP/EO Master List of Controlled Documents, Rev. 3.1

Doc. No.	Applies?	ISO 9001 Element	Process	Quality Records and Other Controlled Documents*	Record Custodian
GPG 6400.1	Y	4.15	**HANDLING, STORAGE, PACKAGING, MARKING PRESERVATION AND TRANSPORTATION**	Work Order Authorization (WOA) Nonconformance Report (NCR) Transfer/Shipping Request (GSFC 20-4) Storage Records (Inventory Records) Supply Records	Product Manager (PM) 302/NCR/CA Manager 234/Transportation Officer 234/Transportation Officer 232/Supply and Equipment Mgt. Officer
GPG 7120.1	Y	4.2	**PROGRAM MANAGEMENT**	***490-NMP-7120.1.1A, NMP/EO at GSFC Program Plan***	***490/NMP/EO Program Office***
490-NMP-7120.1.1	Y	4.2	**NEW MILLENNIUM/EARTH OBSERVING PROGRAM (NMP/EO) AT GSFC PROGRAM PLAN**	***Review Packages for Program Reviews and Other Special Reviews of NMP/EO Projects***	***490/NMP/EO Program Office***
GPG 7120.2	Y	4.2	**PROJECT MANAGEMENT**	***490-EO1-7120.2.1A, NMP/EO-1 Project Plan***	***490/NMP/EO Program Office***
490-EO!-7120.2.1	Y	4.2	**NEW MILLENNIUM PROGRAM (NMP)/EARTH OBSERVING - 1 (EO-1) PROJECT PLAN**	None	
GPG 8070.2	N	4.20	IDENTIFICATION AND APPLICATION OF STATISTICAL TECHNIQUES	None	
GPG 8072.1	N	4.9	PROCESS CONTROL	Process Parameter Evaluation Records	Process Owner
GPG 8700.1	Y	4.4	**DESIGN PLANNING AND INTERFACE MANAGEMENT**	Design Planning Documentation	Product Design Lead (PDL)
GPG 8700.2	Y	4.4	**DESIGN DEVELOPMENT**	Work Order Authorization (WOA) Design Verification Test Reports and/or Summaries ***Configuration Management Records***	Product Design Lead (PDL) Product Design Lead (PDL) ***490/NMP/EO Program Office***
400-PG-8700.2.1	Y	4.4	**CONFIGURATION CONTROL**	None	
490-PG-8700.2.1	Y	4.4	**EO-1 CONFIGURATION MANAGEMENT PROCESS**	None	
GPG 8700.3	Y	4.4	**DESIGN VALIDATION**	Work Order Authorization (WOA)	Product Design Lead (PDL)
GPG 8700.4	Y	4.4	**TECHNICAL REVIEW PROGRAM**	*EO-1 Systems Review Plan* System Review Requests for Action (RFAs) and Responses ***Peer Review Requests for Action (RFAs) and Approved Responses*** ***Peer Review Summary*** System Review Summary System Review Program Summary	*490/NMP/EO Program Office* 301/Systems Review Office ***490/NMP/EO Program Office*** ***490/NMP/EO Program Office*** 301/Systems Review Office 301/Systems Review Office

NMP/EO Master List of Controlled Documents, Rev. 3.1

Doc. No.	Applies?	ISO 9001 Element	Process	Quality Records and Other Controlled Documents*	Record Custodian
GPG 8730.1	N	4.11	CALIBRATION AND METROLOGY	Auto Recall System Records Calibration and Repair Records Records of Test Verification Software Used as IMTE Calibration and Repair Records by Other Laboratories Calibration and Repair Records by User	300/Calibration Laboratory 300/Calibration Laboratory IMTE User IMTE User IMTE User
GPG 8730.3	**Y**	**4.2**	**THE GSFC QUALITY MANUAL**	None	
GPG 9980.1	**Y**	**4.17**	**INTERNAL AUDIT SYSTEM**	Pool of Qualified Auditors and Lead Auditors Audit Schedule Audit Executive Summaries Internal Audit NCRs/CAs in NCR/CA Database Audit Database Change Request Dispositions	300/GSFC Audit Coordinator 300/GSFC Audit Coordinator 300/GSFC Audit Coordinator 302/NCR/CA Manager 300/GSFC Audit Coordinator